



City of Sunnyvale Neighborhood Grant Program



Grant Guidelines & Eligibility Requirements

Thank you for your interest in the Neighborhood Grant Program. Applications for a Fiscal Year 2007/08 Neighborhood Grant are due by **5 p.m. Friday, June 1, 2007.**

Mission of the Neighborhood Grant Program

Grant funds are the City's investment in strengthening neighborhood groups, improving the quality of life in local communities, and encouraging neighborhood groups or associations to become increasingly self-reliant. The mission of the Neighborhood Grant Program is to:

- Build community engagement in Sunnyvale;
- Help residents develop a sense of pride and ownership in their neighborhoods; and
- Continue to develop collaborative partnerships between Sunnyvale's neighborhoods and City Hall.

For FY2007/08, City Council is anticipated to approve a total of \$10,000 to be allocated for the Neighborhood Grant Program. If Council approves the Program, each neighborhood group is eligible to apply for and receive a grant of up to \$1,000.

Project Eligibility

To be eligible to be considered for a Neighborhood Grant, the following criteria must be met:

- Applicants must be representatives of a neighborhood group. Preference is given to neighborhood associations, mobile home associations, and neighborhood groups that are interested in becoming a neighborhood association and joining the city's Neighborhood Registry.
- Projects must be neighborhood focused, and initiated and supported by residents living in the neighborhood. Projects must benefit the neighborhood.
- Projects must focus on one or more of the following areas:
 - a. Increasing communication among neighbors
 - b. Building bridges between cultural groups (inc. ethnicity, age, socio-economic, etc.)
 - c. Improving the physical condition of the neighborhood, or
 - d. Enhancing neighborhood pride and identity.
- Projects must begin after formal grant approval date of July 2, 2007 and be completed no later May 31, 2008.
- Applicants must submit a completed and signed Neighborhood Grant Application by the posted application deadline.

Criteria

Grant applications will be evaluated on the criteria listed below:

- Is the project realistic within the given timeframe?
- Does the project focus on one or more of the following **four** areas?
 - Increasing communication among neighbors
 - Building bridges between different cultural groups

- Improving the physical condition of the neighborhood
 - Enhancing neighborhood pride and identity
- Is the project well developed (clear project description, detailed project plan, adequate resources allocated, community need addressed)?
- Is the project an appropriate use of City funds?
- Will the project strengthen the neighborhood group and foster self-reliance?
- How many residents will benefit from the project?
- Will the completed project have any negative impact on residents, businesses, the City, or bordering neighborhoods?
- Is there adequate neighborhood support (resident participation, volunteer time, resources, etc.) for this project?

Application Process

To apply for a grant, complete the attached application and submit to the following address by **5 p.m. Friday, June 1, 2007:**

Attention: Nathan Truitt, Community Outreach Coordinator
 Office of the City Manager
 City of Sunnyvale
 603 All America Way
 Sunnyvale, CA 94088

FAX 408 730-7696

A committee of City staff members will read and review each application. Final funding decisions will be made by July 2, 2007. Each applicant will be notified of the result of the evaluation of their proposal.

The Neighborhood Grant is reimbursable; meaning that any approved funds must first be spent by the grantee and receipts/invoices showing payment submitted to the City of Sunnyvale within 30 days of the project/event conclusion. Upon review of eligible receipts/invoices, the City will send a reimbursement to the grantee.

Neighborhood groups must complete their projects/events by May 31, 2008. A final report describing the project and use of funds is due to the City within 30 days of the project/event conclusion and no later than June 16, 2008 for projects/events completed between May 18 and May 31. An evaluation of the Neighborhood Grant Program will be forwarded to Council in FY 2008/09, following the completion of the program.

For more information, please contact Nathan Truitt, Community Outreach Coordinator, at (408)730-7472.